

## **STANDARD OPERATING PROCEDURES**

### **NON FEMA ALL HAZARD INCIDENT OCCURING ON NATIONAL FOREST LANDS**

#### **General Standard Operating Procedures**

In a Non-FEMA All Hazard event that occurs on National Forest Lands, regular appropriation procedures shall be followed. All procured services and supplies shall be committed through requisitions and approved by the designated authorized person on the hosting forest and obligated in the official contract writing system (IAS) by a warranted procurement officer.

All regular procurement competition requirements are applicable unless justified through a warranted procurement official.

Incident Management (IMT) and Buying Teams may be ordered in response to Non-FEMA all hazard events. IMTs ordered by dispatch for such incidents do not need to include a Procurement Unit Leader. Procurement Officials assigned to the affected forest shall support the hosting Forest for all purchasing/contracting needs, using and tracking disaster codes expenditures.

Forests will be required to commit funds and make requisitions for recovery activities and operations during a period when they may still be using Regional disaster codes (or using appropriated supplemental funds). Account adjustments may be necessary if supplemental funds are available at a later date.

FEMA does not fund response and recovery work on national forest lands following all-hazard events. Forests use their local procurement, agreement, and hiring authorities to accomplish any activities related to non-FEMA all-hazard incidents such as hurricanes, floods, or other natural disasters. Virtual Incident Procurement Agreements (VIPR) are the primary method of procurement for initial response to all-hazard incidents.

#### **Initial Response**

During the initial response to a natural disaster, forests will use Incident Management Team (IMT) ordering procedures (VIPR agreements, and purchase orders) for procuring equipment and services. Emergency Equipment Rental Agreements (EERA) shall not be used to procure services or supplies. In the case that a local resource needs to be acquired, a warranted procurement officer shall award a purchase order. When resources are required outside of the VIPR agreements, IMT Finance Sections shall work with locally assigned Procurement Officials to issue simplified acquisition purchase orders.

#### **Recovery**

Following initial response, the resources procured through VIPR shall be transitioned and demobilized as long term recovery needs are defined. IMTs may continue to use VIPR and purchase orders while these solutions are being procured.

As the forest moves from responding to the immediate impacts and identifies long term recovery objectives, call-orders against the Gulf Coast Disaster Recovery Blanket Purchase Agreement (BPA) should be prepared. These call orders are procurement packages that define the contract requirements, provide comprehensive details regarding conditions, deliverables (i.e., restoration of damaged roads, trails, facilities, and other resources to pre-disaster conditions), and period of performance. Pricing for recovery activities is competitive and should not include the costs of risks associated with emergency operations. The intent of recovery is to restore damaged roads, trails, facilities, and other resources to pre-disaster conditions if possible.

These procurement packages will be sent to the Region 8 Senior Procurement Officer for Disaster Recovery who will assign the contract action to the AQM team (purchasing agent, ordering contracting officers, etc.) that supports the specific forest in order to create the call order against the Disaster Recovery BPA.

During disaster recovery operations, regular appropriations are used for payments. Procurement regulations apply that include competition, fair and reasonable pricing, and properly registered vendors. The Disaster Recovery BPA streamlines this process.

Initially (CY2019), the senior procurement officer will solicit requirements through the Disaster Recovery BPA to replace demobilizing equipment and supplemental staffing utilized during response. A call order may be filled with a 1-2 week turn-around.

The BPA allows for up to \$10 million in call orders per state over a five (5) year period. Individual call orders cannot exceed the simplified acquisition threshold of \$250,000.